

UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to supervise, plan, schedule, and review activities related to the operations and maintenance of the City's water, sewer and storm water systems including transmission, distribution, storage and pump facilities, sewer and storm water pump facilities, and sewer collection system.

DISTINGUISHING CHARACTERISTICS

This is a management classification allocated to the Utilities Division of the Public Works Department reporting to the Utilities Operations and Maintenance Manager. The Utilities Operations and Maintenance Supervisor is responsible for the operation of the City's water, sewer and storm water systems, including the sewer collection system, and performs responsible supervisory and management in support of the Utilities Division's goals and objectives. The position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate utilities classifications by its responsibility for the supervision of two maintenance work groups (i.e., Utilities Mechanical Maintenance and Sewer Collection System groups). This position is distinguished from the Utilities Operations and Maintenance Manager position by the latter position's overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

This position serves as a Shift Operator for the City's water system, and, in the absence of the Utilities Operations and Maintenance Manager, may be designated as the Chief Operator.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate staff in Utilities Operations and Maintenance including water and sewer hydraulic operations, sewer collection, and any assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Operation and maintenance of the City water distribution system, operation and maintenance of the City's sewer collection system and sewer pump stations and storm water pump stations.

Assists the Utilities Operations and Maintenance Manager with budget preparation and performs other administrative work as assigned.

ESSENTIAL DUTIES (continued)

Coordinates operations with the needs of the public, outside agencies, and other City divisions.

Receives, investigates and responds to public inquiries, concerns, and complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, and with other utilities and outside agencies.

Confers with developers and contractors as needed to ensure that the City's water and wastewater system standards are met.

Identifies electrical and mechanical maintenance needs in the utility system, discusses them with Utilities Operations and Maintenance Manager, and initiates proper action to resolve the problems. Assures that emergency staff is available 24-hours a day to take necessary action.

Oversees the development of schedules and establishment of assignment priorities for the Utilities Operations and Maintenance section, as well as the sewer collection section.

Develops and maintains specifications for water and sewer system equipment and recommends purchases.

Prepares and maintains specialized water system records and forms, and reports to regulatory agencies.

Prepares all correspondence needed to ensure effective coordination between the Utilities Operations and Maintenance, other functions within Utilities Operations and Maintenance, Public Works, other City departments, and the general public.

Reviews, evaluates and prepares comments on construction plans, drawings and specifications related to water and sewer system infrastructure projects including mechanical, electrical, and instrumentation systems.

Responsible for operation and maintenance activities for transfer of water from Hetch Hetchy aqueduct turnouts to the City's distribution system, maintenance of emergency wells, water pump stations, reservoirs, emergency interties and pressure regulating stations.

Participates in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.

Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Actively participates in the Public Works Department's Safety Committee.

Performs other related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Water transmission and distribution operations and maintenance programs; and safe work practices.

Principles of hydraulic theory as it applies to water distribution and storage systems, water transmission systems, pressure zones and pressure regulating valves and water and sewer pumping stations.

Current methods, codes and regulations governing potable water disinfection, testing and reporting including water related hazardous materials storage and reporting requirements.

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

Mechanical and electrical equipment commonly used in water distribution and sewage pumping systems.

Sewer collection system operations and maintenance, and all the regulatory requirements related to sewer collection, including sanitary sewer system overflow reporting regulations.

Modern work order development and processing.

Principles of management and supervision including work planning, direction, training, and evaluation of work and staff performance.

Ability to:

Direct the daily operation of a municipal water distribution system, and sewer and storm water systems; and trace and correct mechanical or procedural errors.

Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's request.

Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.

Review and evaluate construction plans, drawings and specifications related to water and sewer system infrastructure projects including mechanical and electrical systems.

Calculate water and sewer system historical and instantaneous performance using a variety of data, formulas and equations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Troubleshoot SCADA problems and implement solutions; and recommend projects related to SCADA expansion, upgrade or new installations.

Make reasonable assessments as to repair or replacement of equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment.

Make informed judgments concerning operational parameters of water and sewer systems; and make independent judgments during emergencies.

EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to qualify is:

Experience: Four (4) years of progressively responsible experience in the operations and maintenance of a water system including one (1) year of responsible supervisory or lead position experience in a distribution system classified as a D3 system or higher by the California Department of Health Services.

Education: Completion of twelfth grade or possession of GED, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework.

License or Certificate: Requires possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services,

OR

Possession and maintenance of valid Water Distribution D3 Certification issued by the California Department of Health Services with the ability to obtain a D4 Certification within eighteen (18) months of appointment to the position AND possession of a bachelor's degree in an engineering or science field.

AND

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel,

bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

773CS11

Created: July 2011

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt